

# *The* **Dental Assistant**

A Monthly Publication

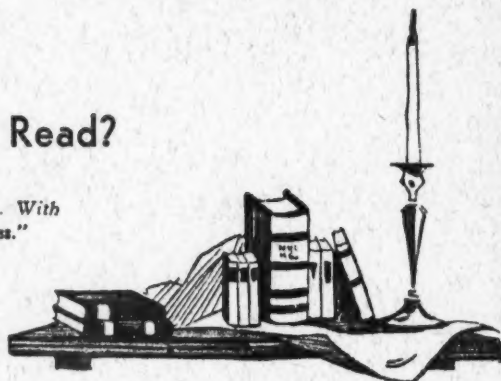
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APRIL, 1933

VOLUME II, NUMBER 4

# What Do You Read?

*" 'Tis knowledge we seek. With  
knowledge comes success."*



If the dental assistant would intelligently perform the duty of her service to the dentist and patient, she should have a broad acquaintance with all matters that affect the dental profession as well as those that pertain directly to the practical phases of her work. Nothing will aid her more to understand what the dentist is trying to accomplish in health service, and the part she plays in rendering that service, than well directed reading. The following current articles are suggested:

<b>Journal of the American Dental Association</b>	<b>March, 1933</b>
"Development of Human Jaws. From Birth to Age of Fifteen"	Page 379
"Vincent's Infection"	Page 438
"Complete Community Dental Care"	Page 455
"Dental Health in Massachusetts"	Page 551
<b>The Dental Cosmos</b>	
"Practical Dental Histology"	Page 233
"Dentistry in Modern Greece"	Page 259
"Dentistry's Responsibility" (Editorial)	Page 290
<b>Dental Items of Interest</b>	
"The Control of Dental Caries"	Page 161
"The Toothbrush—Its Use and Abuse"	Page 176
"Milk As a Protective Food for the Teeth"	Page 191
<b>Dental Survey</b>	
"An American Dentist Abroad"	Page 33
"Wives' Liability on Bills"	Page 66
<b>The Dental Digest</b>	<b>February</b>
"The Dentist and Syphilis"	Page 64
"A Scientifically Correct Inlay Technique"	Page 72
"Dental Assistants and Secretaries"	Page 82
<b>The Review of Orthodontia</b>	<b>January-February</b>
"Inheritance of Malocclusion" (Editorial)	Page 9
"Review of Inherent Growth and Its Influence on Malocclusion"	Page 43

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# *The* Dental Assistant

JULIETTE A. SOUTHARD, *Editor-Manager*

GERTRUDE GEHM, *Subscription Chm.*

ROSEMARIE CORNELIS, *Chm. Publication Com.*

## *Contributing Editors*

FLORENCE D. CLARK  
Brooklyn, N. Y.

MILDRED F. GRAHAM  
Chicago, Ill.

MARIE SILLAY SHAW  
Atlanta, Ga.

HELEN WASSER  
Pittsburgh, Pa.

ZELLA EIGHMY, Los Angeles, Cal.

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Changes of address should be reported to us promptly in order to assure continued receipt of issues. Kindly notify us if the journal fails to reach you within 10 days of the first of the month, to assure prompt investigation of cause.

## "The Dental Cabinet"

By Ann F. Walker, Atlanta, Ga.

(Read before the Georgia State D. A. Assn., June, 1932)

**I**T WOULD be difficult to say just what particular part of a dentist's equipment plays the most important role in helping him to succeed. However, it can be said without fear of contradiction, that the safest way is to select every piece of equipment with infinite care. Good equipment with ordinary care will last a lifetime, while that selected at random may later prove to be a constant source of annoyance and cause for regret. Also, *ATTRACTIVE* equipment, that which harmonizes with the entire office arrangement, goes a long way towards creating and retaining the confidence of patients. The *FIRST* feature considered must be "*UTILITY*." A properly constructed cabinet not only houses all instruments and materials in convenient form, but is of such proportions that it requires the smallest amount of floor space. The *SECOND* is "*sanitation*," which rightly receives a marked degree of attention. The *THIRD* is "*beauty*" and "*practicability*."

After years of experimentation, the study of dental needs, and the experience of leaders in the profession, we have today the most modern and artistic operative equipment. The old-fashioned wooden, or steel medicine closets have been replaced by the "*ultra modern*," and complete *Console-Cabinets*. The entire cabinet should be so well balanced, and so beautiful in appearance that it is sure to attract favorable attention of your clients. It is the *LARGEST* single piece of equipment in the operating room; and assistants will do well to remember that women form the majority of their dentist's clientele, and that which is beautiful

appeals very strongly to the feminine eye. The impression made upon your patients has a very great bearing upon their continued patronage. The Cabinet as well as Unit and Chair should be kept *SPOTLESS* from top to bottom; if using a small white wall-type Cabinet, (such as the Hygienists may use), it should be lightly rubbed with *Bon Ami* three times each week, and oftener around parts where fingers go. *Bon Ami* will not remove the white enamel, or Duco finish to any marked degree; after a years use, a new coat of white enamel should be applied. If the type used is a large Mahogany Cabinet, all sides should be oiled thoroughly twice each week. Here let me stress the use of a grade of oil *BEST SUITED* for your particular type Cabinet. If you do not know, the supply house, where your Cabinet was purchased will be only too glad to either write, or to demonstrate the proper care required. It is a shame and a pity to ruin a beautiful Cabinet with heavy, greasy oils, and with rough polishing cloths that scratch and mar the finish, causing the varnish to lose its original lustre.

Upon checking the entire Cabinet before work is begun by the operator in the morning, beginning from the white glass medicine closets, we will take a trip down through the inside to see what it is like, (for it is indeed this *INSIDE* that "tells the tale"). The white glass medicine closets, which are moulded in one piece, are as easy to keep clean as a china dish; these are stain-proof, with corners rounded so no dust goes into the crevices where germs can lodge. Here the various medicines, cements, alloys, etc., are kept.



EVERY BOTTLE very plainly labeled, with a neat and UNIFORM label, which has been lightly varnished over, to insure their neatness for several weeks. Each bottle is EXACTLY the same size, and the size conforms to that particular type medicine closet. If a great variety of medicines are required by the operator, one can cut down on the size and shape, else no matter how clean the cabinet, it will never look uniform. It is well to save all wide-mouth bottles with ground-glass tops that come into the office. It will be a saving in expense and afford uniform size bottles. It is of utmost importance that the assistant study carefully the many various medicines, as used for the different cases which come into the office from day to day, in order that she may intelligently KNOW the medicines needed by the operator for certain operations, and which medicines should be placed side by side in the Cabinet. She should NEVER have to hunt or pick for a bottle. I once knew of a dentist who had to call for alcohol to rub a patient's lip, where a drop of iodine had touched, the assistant hurriedly fumbled all over the bottles inside the closet, finally handing him what she THOUGHT was alcohol; it proved to be CARBOLIC-ACID; all on account of a very poorly written and soiled label on the bottle, and that bottle not in its correct place.

From the glass closets at the top, we travel down to the white vitrolite-working-top (or slab). It seems very difficult to keep this snow-white working-top free from bottles, slabs, cements, etc., which are apt to be left there, and it is often used as a "catch-all" for various and sundry things which we hurriedly lay there and "intend to put away later." This top should be absolutely free from all things at all times (except a chart-pad, and sharp pencil) unless

operating. I have been in offices where you could not see what the working-top of the Cabinet was made of, it was loaded with so many old syringes, soiled burs, bad-looking medicines (and bad smelling ones too). All these give the patient a cold, creepy feeling the minute they enter the operating-room; this is especially true with children who immediately begin to look about them to see what is coming their way, no matter how simple the operation is to be. To their childish minds, they imagine you are going to use everything they see out on this white top upon them individually, and begin to ask, "Oh, are you going to put that into my mouth, are you going to use that old thing on ME?"

The entire atmosphere is one of uneasiness and unrest, instead of confidence in both the operator and assistant; also the loss of many precious moments. If there is not room INSIDE the Cabinet for everything, then "corner" your employer, have a real heart to heart talk with him, discuss his Cabinet, find out his EXACT needs; then give him your idea of "just what" you could make that Cabinet look like, with everything on the inside, in a uniform and condensed form. Young women in the small towns have this problem before them in many of the offices. The antidote to this is to gather together all "left-overs," and odds and ends, and label them well, and place in order in a Supply-Closet, somewhere in your office; so that when an article is needed, it can be had from the supply closet without loss of nearly as much time as "picking and scratching around" in the Cabinet.

We continue our journey down to the drawers of the Cabinet. In view of the fact that no two operators work alike or require like instruments, it would not only be very difficult, but useless to say just how

to arrange the "other operator's" Cabinet; but the following ideas may be of great help to the assistant. The Modern Cabinet drawers are all equipped with the latest design opalite glass trays which can be easily removed and washed. It is well to line the drawer bottoms with some good sanitary paper covers; these prevent the unpleasant contact of metal instruments or glass trays against the metal. These snow-white covers are also used for the bracket at the operating chair. Patients notice noises far more than we realize, especially a very nervous patient. All sounds of instruments should be deadened just as much as possible, and with so many types of trays available, it will be very easy for the assistant to arrange them so as to suit the operator's requirements. The first thing to be considered in the arrangements of instruments, is that all instruments of the same kind are kept together, from the very finest to the largest sizes; not just in *ONE* drawer, but throughout the entire Cabinet. Instruments most used in every day operations should be arranged closest to the top. Secondly, all "rounding" or "flat-surface" instruments are kept free from the most minute particles of cement, rust, etc., also the cutting, excavating, and scaling edged instruments are always kept *SHARP*; never return a dull, chipped instrument to the drawer. If you would keep the operator's disposition a happy one, by all means remember how important this is. I once heard a great dentist say, "If you were going to cut of a dog's tail, you wouldn't use a dull hatchet." Thirdly, there should be *uniform* or standard size handles for all instruments. *Plain* handles are best, for after sterilizing they are much less apt to have particles adhering to the sides. (A splendid handle is one shaped exactly like a pencil, having six plain sides, with

all sides very smooth). These handles sell for twenty-five cents each, and save the assistant untold amount of scrubbing and sandpapering, and do not roll off a flat surface. With all handles the same in size and length, the inside of a drawer can truly be made beautiful.

The task of ordering all materials used in the operating room rests entirely with the assistant, and she *MUST BY ALL MEANS*, if she expects to make a success of her work *KNOW* the name and use of every single article inside that Cabinet. Here are a few questions she might well ask herself, and see how many she can intelligently answer: "Do I know the difference between a hatchet-shaped and a hoe-shaped instrument? The difference between a No. 3 bur and a No. 701 bur? Can I instantly picture in my mind exactly how these two very differently shaped burs look, and on *WHAT* surface of a tooth would they most likely be used? Could I take a straight and right angle hand-piece apart, remove every single piece, clean thoroughly, *oil correctly* and replace; and just how *many minutes* would this require? These are things every operator should not only suggest to his assistant but *REQUIRE* that she know. In the modern Cabinets the center drawers on both right and left sides are deep enough to keep two bur blocks, made especially for long and right angle burs, also a certain quantity of mounted stones. (These stones of the various sizes are mounted on the screw mandrels, and always ready for use, along with the burs). Study carefully the make and sizes in burs your dentist uses, as these blocks hold a very limited number, and by knowing his exact requirements, you will be enabled to have the right bur when needed. At all times these burs should be *SHARP* and free from minute par-



ticles. By having a small, very stiff white brush at hand on the lavatory, these burs are easily brushed clean of particles, then dropped into some good, strong sterilizing fluid; left for ten minutes, rinsed and replaced in the bur block. It not only cakes particles on the sides of a perfectly good bur to drop them into a boiling sterilizer, but *dulls* the edges. A dull bur will exasperate the operator and tears a good patient's nerves all to pieces.

If the operator does a great deal of root-canal work see to it that all absorbent cotton points, canal-reamers, files, etc., are kept as near together as possible and close to the top of his Cabinet, on one side or the other. Plain broaches can be made from old barbed ones with the aid of some good sandpaper; they are needed when infected gums are to be

treated; and diagnostic wires can be cut from these plain broaches. This is a saving of expense. It is well for the assistant to keep a small note pad in the pocket of her gown so that she may make notes of things she observes are needed to be replaced in the Cabinet, and check this list with stock supplies on hand before leaving the office at the close of the day. Lastly, but important, I would see that a small bouquet of fresh flowers adorn the "tip-top" of your Cabinet, for few be the hearts, either young or old, but love life's flowers fair.

Study your dentist and your work with him, learn his methods; It is up to the young woman who is *wide awake* and never lax or asleep at her post of duty, to be the "REAL CABINET KEEPER IN THE MODERN OFFICE!"

"If we can't be a great oak on the hill above,  
But just a shrub in the valley below—  
Why can't we be the best little shrub,  
Of all the shrubs that grow,  
And give to humanity the very *best service* we know."

## Constructive Dental Assisting

By Blodwen M. Williams, Oil City, Pa., Trustee 2nd District. A.D.A.A.

(Presented before the Pittsburgh D. A. Assn., November 10, 1932)

**O**RGANIZED dental assistants are recognized in practically every state in our country, in Canada, and in some of the European countries. Those of us who have been fortunate enough to attend the annual conventions of the American Dental Assistants Association, know that our Canadian co-workers are always represented and welcomed thereat, and fraternizing in this fashion we all have a part in the vast educational program that organized dental assistants promote for the uplift of their calling. Many vital and important subjects have been dis-

cussed during the past eight years at these annual meetings, and there are many yet to be discussed, but rather than isolate a specified technical subject, I felt I would like to speak to-day on the broader aspect of "Constructive Dental Assisting."

During my hospital training, one of our professors, constantly repeated the following to us: "Any one can see the defects in others, but it takes brains to see the good points. To build good qualities you must look for them, and profit by them." In other words, we should use *constructive* thoughts, and not *destructive*

ones, and apply these to our daily lives and work. Do we always try to demonstrate construction? Do we always carry our "kit" of constructive thoughts with us, and use this "kit," when we attend our meetings, be they local, state, or national? Are we there personally to help build future dental assisting? As members of one of the affiliated groups of our National Association, do you, and you, and you, each and everyone, earnestly try to arrange a part of your vacation period for the time which is set apart by the dental profession for their annual meetings, at which time is also held the annual meetings of the American Dental Assistants Association? I feel sure that your employer will co-operate with you in your planning for several days of education in all phases of dental assisting, that would save his time, encourage the patients, and make money for him. All of this and more, you can learn at these meetings, besides contacting your co-workers, in itself a source of inspiration and an incentive to greater effort in behalf of your calling.

Actually how can we plan "Construction" nationally? First—Go to the Annual Conventions. Second—Register attendance thereat. Third—Attend all the convention activities. Fourth—Absorb the information brought to you in the papers, addresses, clinics, discussions, and the conduct of the meeting itself, take advantage of the ideas expressed, and the lessons taught. Fifth—Return to your society determined to convey to those who really had to stay at home, the knowledge and the inspiration that you received. If you are an interested dental assistant, interested in your calling and in its possibilities, you know that the very nature of our work bespeaks "construction."

Have you ever stopped to analyze the profession in which you have a

part? *Dentistry*, a branch of medicine and surgery, and one of dominant importance in physical reconstruction. Restorative dentistry rebuilds and replaces tooth structure and tooth service to our bodies, after disease and neglect has destroyed what nature had provided for us. In the past decade, dentistry has expounded some marvelous truths, the doctrine of "Preventive Dentistry" is being stressed and will prove a great asset to our present and future generations. The replacing of bodily organs has not yet been successfully accomplished by medicine and surgery, and while we deeply appreciate the relief medical science provides in the removal of bothersome tonsils, or painful appendix, and we are glad we can live without these organs, what joy it is when we have to submit to the loss of a precious molar, to know that we can have another in its place, that will permit us to enjoy our food in proper mastication, thereby aiding to maintain a good digestive tract. Is this not "Construction" for continuity? Are you not proud to have a part in this plan for the relief and aid to humanity?

Coming closer home, how is dental assisting of "Constructive" value to you? You are one of the organized dental assistants' groups in the 3rd District of the A. D. A. Assn., so permit me to bring to your attention some of the things that are being done in this 3rd District. In Erie, Pa., a group of twenty-two dental assistants have a very "constructive" program outlined and in action for the winter season, with classes on certain chosen subjects such as, *Hygiene, Literature, English*, (dentally speaking) and the study of the *Laws of Pennsylvania* which apply to the dental profession. There is another active group in Reading, Pa., who are also having classes on a variety of subjects of an educational

value, and this is also true of Harrisburg, Philadelphia, the Lehigh Valley Association, and the one in Luzerne County, Pa. In Ohio the societies in Cincinnati, Dayton, Toledo, and Akron, all have programs of *constructive* value which afford a greater knowledge and skill to the members in their daily tasks in the dental office. This is also true of the Maryland group at Baltimore, and the one in Washington, D. C. In every other district of the A. D. A. Assn. the societies are working along the same lines, and from these opportunities develop efficient assistants.

*Constructive* Assisting in your individual office must of necessity conform to the requirements of the dentist therein, and the particular duties which he expects you to perform; but you are working constructively when you keep your mind alert and give undivided attention to the doctor and the patient, and visualize their wishes and requirements before they do. In the laboratory, or in the x-ray work, at the desk, etc., you build best by being *ready* at all times.

I feel this paper would not be complete at this time, without a word about economic conditions in the dental office, from a *constructive* standpoint, relating to the purchas-

ing of supplies. The assistant usually has charge of this phase of office conduct, and should use judgment and care. Prices are lower, yes, but we should not use inferior materials. The doctor's efforts, ability, and time, are very valuable to himself as well as to his patients, and must be backed by the use of the best materials, so buy wisely, but carefully, and do not lay up a supply of materials that will deteriorate with time. Keep up the office *appearance* at all cost. "*A good impression is a lasting investment.*" The doctor's linen, the office linen, and your own, must always be spotlessly clean and attractive. Be ever on the alert and exercise in every way your ability for *constructive* office management.

I desire to leave a thought with you for your own local work. The progress of the Pittsburgh Dental Assistants Association is one worthy of the highest compliments, and I urge you, each and everyone, to carry on in the fine spirit you have manifested in the past. Your officers have commanded and demanded a progressive society from every angle, and I desire to congratulate them on their fine leadership. We know that the President is the Captain of the team, but the players win the game. Let us all *play* hard.

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#### EDITOR'S LAMENT

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"Getting out a magazine is no picnic.

If we print jokes, folks say we are silly.

If we don't they say we are too serious.

If we publish original matter, they say we lack variety.

If we publish things from other magazines we are too lazy.

If we are not rustling news, we are not attending to business.

If we don't print contributions, we don't show appreciation.

If we do print them, the paper is filled with junk.

Like as not someone will say we stole this from another publication.

WE DID."

## The Dental Assistant

By Maurice E. Peters, D.M.D., Boston, Mass.

(CONTINUED)

**W**HEN the doctor or hygienist is ready, the secretary should usher the patient to the office and introduce her.

### CALL SYSTEMS:—

Among the most important duties of a secretary is keeping track of patients, when they were last in the office and when they should return for prophylaxis and examination. The doctor's policy may be to have the patients return for this every three or four or six months. The patient may have other ideas which must be recorded and respected. Different methods of follow-up are practiced in different offices. We have found that having a call card for every regular patient filed according to month, makes it very difficult for a patient to be overlooked. On each card should appear the patient's name, address and telephone number, the day and hour usually most convenient for the patient to have an appointment, and any other facts which will help in sending the appointment. A notice similar to the following can be used. "Time is being reserved for you for a Dental Prophylaxis (or Examination) on (day and date) at (time) o'clock. Our records show that your teeth were last cleaned (or examined and cared for) on (date). If the above time is not convenient will you kindly notify us. (Telephone number), (signature).

Having the date of the last cleaning or examination on the notice seems to help. Time rolls around so fast, patients frequently are surprised to see the actual date of their last visit. Should the appointment be canceled or missed, it is so recorded on the "call card." If canceled, a

record is made of whether we are to call the patient again, or they are to call us. It is better if possible not to leave it for the patient to call the office, but for the secretary to find out what will be a convenient time for her to send for the patient again. Our system should not allow us to forget, the patient is very apt to. Cards of all patients who should be sent for should not be filed under another month until the patient has been reached and an appointment kept, or future arrangements made. Following the cleaning, etc., the card is moved ahead the required number of months, when it automatically turns up again. Some such method as this is indispensable in caring for a busy practice, writing names ahead in the appointment book, or any other method we have tried, has failed. Some offices mail, with the appointment card, an acceptance card, for the patient to return, signifying receipt and acceptance of the appointment. Some secretaries telephone the day before the appointment to patients who have not returned their acceptance card, to ascertain if they are coming. Appointments made over the telephone should always be verified by sending a card to the patient, and it is wise in every case to give the patient a card for any appointment made, or to send one a short time in advance, if the appointment is some time off. Perhaps you have had some difficulty in having patients arrive at a time when they have no appointment, or worse still, have them fail to arrive at the time expected, and have them tell you that their appointment was at a different time from that recorded in the appointment book. If all appointment

cards are duplicated by carbon copy before being given or sent, it is very easy to know whether you are right or wrong, and helps in deciding whether such a broken appointment should be charged for or not.

#### EMERGENCY LIST:—

Making it as easy as possible for a patient to cancel an appointment at short notice, without incurring a loss for either patient or doctor, may be accomplished by keeping a so-called *emergency list*. Here should be listed all patients wishing appointments sooner than they have been able to secure them, all patients who have missed an appointment without making another, or any patient needing an appointment who can be reached at short notice. Without such a list you can seldom think of these people at the right time. A record of missed and canceled appointments with reasons, if possible, whether to be charged for or not, is frequently valuable in case of questions about bills, about delay in finishing work, or a possible feeling of neglect on the part of the patient. A secretary new to the office should very carefully go over the names of all patients in the practice. Some names are difficult to recognize over the phone and being familiar with them helps considerably. A good memory for names and recognizing voices over the phone is a great asset in a secretary.

#### RECORDS:—

A monthly and yearly record should be kept of new patients, with their references, also of patients leaving the practice and the reason, charges made, receipts and expenses, profit, number of days worked, average hours per day, average charge per hour and cost per working hour, as all this helps the dentist to know in which direction he is going. Expenses should be kept in classified form so that it will be easy at any

time to check any item, particularly at income tax time does this help. A comparison with former years helps to check occasional leaks. A good memory is a splendid thing for the secretary to have. It may be very bad for the practice, however, for her to use it too universally. The more things on paper and the fewer in somebody's mind, the better for all concerned. In case of sickness, vacations or other absence from the office, things in the mind of the absentee, not properly recorded, may seriously embarrass the office. The secretary should record incoming messages, whether for delivery at the proper time to the doctor, or for future reference, also all information received from or about the patients, which may be valuable to the doctor, and instructions given by the doctor which are to be carried out. These and many other things, if forgotten, are embarrassing and, if on paper, are easily referred to. The best times for the secretary to get information to or from the doctor, are before or after operating hours or between appointments. Occasional interruptions are necessary during appointments, and if messages must be given to or received from the doctor while a patient is in the chair, it should be done in such a way (written if possible) that the patient is unaware of the interruption. Some patients do not wish their time encroached upon, and it is very disturbing to the operator. A message to the doctor, overheard by the patient, to the effect that "the last tooth you filled for Mrs. Brown is aching badly and she wants to know what to do about it" may cause the patient to wonder what is going to happen to the one she is having filled now. The psychology is very bad. A good address book with telephone numbers, if possible, should be kept of all patients, and all people that are occa-



sionally communicated with by letter or phone. A list of doctors or dentists in other parts of the world for referring patients to, is most helpful. Some method should be devised for keeping in touch with laboratory cases so that they are ready and back when due. Cases going to the laboratory should go through the secretarial department. A slip bearing the patient's name and hour of next appointment should accompany the case. Opposite the name in the appointment book the letter L is marked, indicating that laboratory work is to be ready. If an appointment is postponed, the laboratory may be informed and, if the patient requests an earlier appointment, the secretary should consult the laboratory before making the change.

The purchasing of supplies in the most economical way, whether in large or small quantities; the general oversight of reception room, dressing rooms, and closets, curtains, drapes, windows, awnings, linen, floors, rugs, furniture, magazines and plants; acting as buffer between salesmen and the doctor, both in person and on the telephone; the checking and paying of bills, getting money from the bank for the weekly needs of the

office, keeping a petty cash account, receipting bills, caring for checks, indorsing and depositing same, keeping a carbon copy of all deposit slips, attending to other banking business—these are a few of the assistant's duties. Regarding stationery, it is nice to have one envelope fit all office stationery, if possible, whether letterheads, bill heads, or call cards. If the stationery is so arranged as to size, it saves considerable duplication and expense.

#### BOOKKEEPING:—

As yet I have not touched upon one of the major secretarial duties—bookkeeping. Systems vary so much that I will not attempt to describe any. Suffice it to say that an accurate legible record should be kept of all charges, all receipts and expenses. The secretary should have some way of checking her work to see that every charge gets to the proper ledger card, every item of expense gets on the expense book, and every dollar received is recorded in a cash book and credited to the proper person. The patients' accounts should be carefully checked by the secretary and the bills examined for possible mistakes before being mailed.

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### GOOD CHEER IS THE HERALD OF ALL BUSINESS

Please do not criticize me for being one of the many millions that write about, and talk the great depression: now happily passing. Many of us have suffered greatly by it and I want to take this opportunity to offer a solution which has helped me.

Think about this: Courage plus Work, plus Cheerfulness, minus Gloom, minus *Talk* equals Trade Revival.

Start today to practice this solution, with a sincere heart, and see if it does not give you a brighter outlook on life, and prosperity.

HELEN MORRIS

(*Cincinnati D. A. Assn. Bulletin*, October, 1932)



## Question Box

Elizabeth V. Shoemaker  
Kew Plaza, Kew Gardens, N. Y.

- Q. *How should a Dental Assistant care for dentures when removed from the patient's mouth?*
- A. Receive the dentures from the patient in a napkin, take to the laboratory and with a sterilized brush cleanse under running water with a denture powder or paste. Rinse thoroughly. Fill a lily cup with a solution of tepid water and any mouth wash used in the office, immerse dentures and return to the patient. In the patient's sight, remove dentures with pliers, place on a clean napkin and hand to patient without drying. If it is a gold denture or has gold saddles or attachments, these must be polished on the lathe with flower of pumice and whiting or rouge, applied with a soft wheel. Some dentists prefer to do this polishing themselves.
- Q. *Can you tell me where an article by Dr. and Mrs. R. Gordon Agnew appeared? The subject matter being their discovery while working in China, of the efficacy of phosphorus and Vitamin D in warding off caries.*
- A. This article appeared in the February 4th issue of the Literary Digest. We recommend this article to all Dental Assistants.
- Q. *How must I take care of the instruments used in the treatment of Trench Mouth? Is it necessary to use rubber gloves? If so how are they cared for after using?*
- A. All instruments used in the treatment of Trench Mouth should be taken to the laboratory in a white enameled covered pan kept exclusively for this purpose. Use rubber gloves at all times when assisting in these cases. Boil the instruments in a germicide for fifteen minutes, wash under warm running water, using a brush. Always keep these instruments in the special pan with cover mentioned above. Never place them in the sterilizer. The rubber gloves should be washed with a germicide while on the hands, removed, and boiled fifteen minutes, rinsed, dried between the folds of a towel, and dusted inside and out with unscented talcum powder. Fold in a clean dry towel or a linen glove wrap made for that purpose, and they will be ready for use.
- Finishing Study Models:* After a model has been smoothed with the finest sand paper and a razor blade, paint with pure white shellac, which is used as a filler. Let this set over night, then paint with a white brushing lacquer. When dry this surface can be kept clean with soap and water as it is smooth and glossy and much whiter than any plaster. Suggestion from FRED A BAY, Long Beach, Cal.
- Do You Know That—A sign in Peking, China, reads: "Insertion of False Teeth and Eyes. Latest Methodists." We have seen an authentic photograph of this sign.

We invite our readers to send in questions and suggestions. Personal replies will be sent upon receipt of self addressed and stamped envelope. Data must be received the 8th of the month for the issue of the succeeding month.

## Parliamentary Procedure

By A Parliamentarian

(CONTINUED)

### GENERAL CONDUCT OF MEETINGS

There are several types of meetings, to wit:

1. Regular or stated meetings which are held at definite stated intervals, such as weekly, semi-monthly, or monthly, bi-monthly, or quarterly.
2. Annual meetings, which may be included as one of the monthly or regular meetings, and which is designated as "Annual" because at this meeting the annual reports are given and the officers are elected and installed.
3. Annual Meetings, which are the meetings of organizations meeting only once a year over a period of several days, such as national or international groups, also sometimes called "annual conventions."
4. Mass meetings, and meetings of large organizations only called every so many years, usually designated as "congresses," but we are not concerned with these.

For regular or stated meetings, the usual order of business is as follows:

1. Opening (Roll Call Optional)
2. Reading of Minutes and their Approval
3. Reports (Standing and Special Committees, Boards, etc.)
4. Old Business
5. New Business
6. Program (Sometimes Designated as Welfare)
7. Adjournment.

When the regular, or stated meeting, is the meeting designated as the *Annual Meeting*, the same procedure is followed as for all meetings held at stated intervals during the year, and when regular business has been finished, the Presiding Officer announces that "the meeting will now resolve itself into the Annual Meeting" and each officer and chairman of standing committees, presents a *WRITTEN* report of the year's activities of their office, or committee, thus closing out the year's work of the society. At this meeting the officers are elected and installed. There usually is no PROGRAM, and the notices for this meeting usually carry the phrase "for members only" due to the fact that it is strictly a business meeting dealing with the affairs of the society of no interest to outsiders.

For the *Annual Meeting* the "Election and Installation of Officers" is added to the "Order of Business," and in order to expedite matters, as soon as the Presiding Officer has announced "the meeting will now resolve itself into the Annual Meeting" a member should rise and move that "we proceed immediately to the elections." This is seconded and put to a vote, duly carried, and the Presiding Officer immediately proceeds to the arrangements necessary for the execution of this order of the day. During the process of balloting and counting the ballots, the reports of the officers and chairmen are given, and any other matters that should come before the meeting, attended to. The installation of officers is the last "order of business" before adjournment.

*(Elections and installation, as well as nominations of officers, will be fully explained at some future time).*

For an *Annual Meeting or Convention* which lasts over a period of several days, the "Order of Business" usually covers the following procedure:

1. Opening (This may be quite elaborate with several addresses of welcome, etc.)
2. Roll Call (Delegates and Alternates)
3. Adoption of Official Program for the Convention
4. Appointment of Reference Committees (If any are used)
5. Reports of Officers (That of Treasurer with Auditor's or Audit Committee's Report)
6. Reports of Standing and Special Committees
7. New Business

(To be continued)

## Germs

"SPRING—Spring—Tra-la . . . . Beautiful Spring—Tra-la . . . . Bluebirds and Robins are on the Wing—Tra-la-la . . . . Spring—Spr . . . . O-O-o-h!! Mike, what a scare you gave me, why didn't you knock? You thought I was asleep or out, taking advantage of the holiday. What holiday? O-o-h, the bank holiday . . . . what's that got to do with us? The Doc ain't got no money, the patients ain't got no money, so why worry because the banks ain't got no money, and are having a pic-nic? . . . . but, what's the matter with your foot, why the crutch?" "Well, you see Spiro, it's like this—the Doc has went to the state dental meeting because he is giving a paper on "*Gold Restorations vs. Extractions*" and the D.A. is keeping busy playing *patience* . . . . no, I didn't say she was playing a game with *patients*, I said she was playing *patience*, you know, those picture puzzle games with about a million pieces . . . . oh, you call 'em "Jig Saw" puzzles; well, that's it. The one the D.A. is doing is one with a lot of animals and things, and I was perched on her nose where I could see good, when she sneezed and . . . . blooie!! I landed on the desk and she set the piece with the elephant's foot right down on my big toe, skwushing it all to pieces—yeah, it's better, I've been using campho-phenol on it. But what were you doing when I came in?"—"I was writing a song—you know, spring—birds—flowers—balmy zephyrs—poetry—love—I was inspired by these lines of Grantland Rice—"I can't wait till April comes to sing of April days, April winds, and April rains, April's foggy haze, Where the road winds on again to the green outdoors, Hills and valleys, streams and plains, gray and misty moors, Green and gold and skyline blue, or black and shadowed glens, Just so long as there are trees in place of shut-in dens . . . . ' Cheer up, a shortage of courage is worse than a shortage of work. Spring is here—ain't nature grand?"

Yours for optimism, bank holidays notwithstanding,

SPIRO KEET.

O  
T  
A

P.S. "The optimist sees the doughnut—the pessimist sees the hole."

# *The* Dental Assistant

*A Monthly Publication*

A Journal for Dental Assistants Devoted to Their Interests and Education

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All communications for publication must be in the hands of the Editor on or before the tenth of the month previous to publication. Publication of statements, opinions, or other data is not to be understood as an endorsement of same by the magazine or its publishers.

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NEW YORK CITY, APRIL, 1933

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## EDITORIAL DEPARTMENT

### What Can the Dental Assistants' Society Do For Me?

**D**URING the long months just past (long they have been while we have been grinding away), doubtless most of us have wondered, "Can anything do anything for me?" "Yes, something can do something for you." There are three types of dental assistants' societies in existence: local, state and national. All of these can do something for you and me, in fact they can do much if we show an interest in their activities. What the American Dental Assistants Association proves to be and whatever it may achieve, depends on each dental assistant. The National Association is the result of the individual hard work, ambitions and achievements of the local societies. May we all take a vital interest in our local society and in turn let that interest journey through to the National Association. Cooperation has become a necessity in modern life and it is the lubricant of success. Weak and ineffective is the individual when he stands alone, but valuable and constructive when he unites his talents with others for the benefit of the group. Its leaders must constantly keep in mind the individual and his rights. This is true in all societies. Small or large they have strength only as they receive support. **FIRST**, there must be a sufficient number of individuals who will be members and contribute enough money to finance the work. **SECOND**, in addition to financial support there must be a personal support by each and every member. A number of them must be willing to think, to plan, and to work for the best interest of the group. There must be some willing to serve loyally and unselfishly, to the extent of making sacrifices of time and effort. Individual gain and personal opinion must often be set aside, so that the greatest benefit may result to the greatest number. You, whose names appear on the roll, but whose faces are seldom seen at the meetings, whose voices are not heard, whose shoulders are seldom found beside the wheel, even though you pay your dues, I address you, to remind you that we receive profit out of any thing in direct proportion to what we put into it. The dental assistants' society cannot do much for you if you only put in your money and no personal efforts.

For all these reasons, you and I should belong, but if for no better reason, we should support our dental assistants' societies from motives of self-respect and self-preservation. Membership in the dental assistants' societies is of vast worth to every dental assistant. Are you a bit lonely, and do you crave association with dental assistants whose problems are like yours? The dental assistants' society has girls like you who are giving and seeking friendly communion. Do you wish to submit some of your ideas to others or share them? Get on your program: you are wanted and both you and your ideas will grow. Have you a willingness for service, and a true but not fully developed spirit? Then the dental assistants' society will give you a full portion of the best dish of life's bill of fare.

The dental assistants' society offers many things to you and me. It offers the opportunity to study and improve ourselves; it offers a club where social contacts may be made and friendships formed; it offers a house of service where the strong may learn to help the weak, where the strong-willed may learn tolerance, where each shall serve one another and all shall serve humanity.

ROBERTA GROSSMAN, *Vice-President, Pittsburgh, D. A. Assn.*

## Achievement

LAST month—Georgia's Infant Assistants' Organization—the First District Dental Assistants' Society celebrated her First Birthday. This Society was organized in Savannah on March 4, 1932, with forty per cent of the assistants eligible for membership as charter members. These girls came together, eager to form an organization that would not only prepare them for better service in the profession they have chosen—but would also bring them into closer fellowship with one another, and with other assistants in the State and Nation. Their constant enthusiasm has been so convincing and contagious that the membership is now seventy-eight per cent of those eligible for membership, or almost doubled in a year.

The programs have for the most part consisted of papers presented by members of the Dental and Medical Associations, and round-table discussions that have been most interesting and instructive. A member of the Bar Association lectured on "Parliamentary Procedure," and possibly the most unique and educational program was a study of the Constitution and by-laws, conducted by one of the dentists.

We have had many experiences: some have been most successful, others were disappointing. There have been times when all our plans and efforts seemed wasted—times when courage almost failed, but always present was the resolve to put forth our best efforts to make this organization of ours succeed. The resolve to accomplish that which we set out to do has influenced us to take a stronger hold and keep going forward. The unfailing cooperation among the members, their willingness to do the tasks presented them, and their perfect attendance, is responsible for the progress we have made. The cooperation, time, and talents given so freely by our employers at all times, is most gratifying and inspiring. With so many and so great a number of advantages, we could not help but go forward to bigger and better things—to accomplish those ideals set for us by our State and National Organizations of which we are so very proud to be a small part.

AMELIA ROBINSON, *President*

## Here and There

Robina A. McMurdo, 140 East 80th Street, New York City

### American Dental Assistants Assn.

#### NOTICE TO ALL COMPONENT SOCIETIES

Ninth Annual Meeting, August 5th to 12th. Headquarters, Stevens Hotel, Chicago, Ill. **HAVE YOU MADE YOUR RESERVATIONS** with Katherine Carr, Convention Ch'm., 7056 North Damen Avenue, Chicago? Through the courtesy of the American Dental Association and the Chicago Dental Society, the clinics will be presented as a part of the clinic program of the Chicago Centennial Dental Congress. For this reason, *it is necessary that all titles of clinics* be in the hands of the Clinic Committee, Mary Connolly, Ch'm., by April 1, 1933. If you have overlooked this important matter, please respond to the committee's letter today via *Air Mail*. Address the Secretary of the Committee, Helene Meyers, 6019 Madison Road, Cincinnati, Ohio.

*Attention* is called to the obligation of each society to share on a par capita basis, the traveling expenses of their Board of Trustees member to the convention. *Please* communicate with your Trustee if you have not already done so.

The General Secretary, Ruth Clark, Scofield Bldg., Minot, N. D., will appreciate a prompt report of election of new officers, and of the delegates and alternates, *who must be elected* whether they attend the convention or not. *Thanks* for your cooperation.

RUTH ROGERS  
President A.D.A.A.

### Georgia State D. A. Assn.

First District, Savannah, meets April 10, 1933, 8 P.M. Speaker, Dr. Lee Howard. Topic, "Bacteriology," followed by a discussion on "Sterilization."

Fifth District, Atlanta, meets April 11, 1933, 6 P.M., Atlanta-Southern Dental College. Roundtable discussion, "Salesmanship for Hygienists and Dental Assistants," also a reading by Ann Walker, entitled, "Easter." PHOEBE HAYES, President, 619 Grant Bldg., Atlanta, Ga.

### D. A. Assn., State of New York

The Fifth Annual Meeting will be held at Syracuse, N. Y., May 11, 12, 13, 1933. Official Headquarters, Hotel Onondaga, where all sessions will be held. The clinics will be held at the Hotel Syracuse in connection with those of the Dental Society. Many special features of interest will be introduced at this Annual Meeting, and ALL dental assistants are cordially invited to attend. Members of the dental profession and dental hygienists will be welcome.

Make your reservation *promptly* with the Onondaga Hotel, and please register at this hotel which has been assigned to us by the Dental Society. Room rates: Single with bath, \$2.50 and up, without bath, \$2.00 and up. Double with bath, \$4.00 and up, without bath, \$3.50 and up. Twin beds and bath, \$5.00 and up. ZOA H. DICKHAUT, President, 344 Woolworth Bldg., Watertown, N. Y. JULIA SCHULTZ, Gen. Sec'y., 148 E. Water Street, Elmira, N. Y.

This department is devoted to ALL societies affiliated with the American Dental Assistants Association, who are URGED to send in news items each month. We also will be pleased to publish items of interest from the dental societies and from the societies for dental hygienists. Data must be received by the 8th of each month for the activities of the succeeding month.



**Alabama D. A. Assn.**

The Annual Meeting will be held in Birmingham, Ala., April 23-25, at the Tutwiler Hotel. The committee has arranged a very interesting program and prominent members of the profession will be speakers. LOUISE DISMUKES, *President*, 2121 Highland Avenue, Birmingham, Ala.

**D. A. Study Club of B'klyn., N. Y.**

Meets April 7, 1933, 8 P.M., at 62 Hanson Place, Brooklyn, N. Y. Clinician, Frank J. McLaren, D.D.S. Subject, "Inlay Castings and Investments." Regular meeting, April 21, 1933, 8 P.M., 62 Hanson Place, Brooklyn, N. Y. Essayist, John T. Hanks, D.D.S. Subject, "Amalgams, Their Uses and Technique." MAUREEN O'SULLIVAN, *Ch'm. Publicity*, 145 Halsey Street, Brooklyn, N. Y.

**Los Angeles D. A. Assn. (Cal.)**

Meets April 14, 1933. Meeting devoted to round-table discussions of subjects pertinent to the dental assistant. The Study Club will devote several evenings during April to "Phases of Dental Laboratory Technique," given by the Kanouse Dental Laboratory. ZELLA EIGHMY, *Publicity Ch'm.*, 6777 Hollywood Blvd., Hollywood, Cal.

**Des Moines D. A. Study Club (Iowa)**

Meets April 10, 1933, at the Y.W.C.A. for dinner at 6:30 P.M. Followed by a business meeting. Speaker, Dr. Chas. H. Henshaw. Subject, "The Bureau of Dental Hygiene of the Des Moines Public Schools." PLUMA C. HUNTER, *Ch'm. Publicity*, 716 35th Street, Des Moines, Iowa.

**Valley Dist. D. A. Society (Mass.)**

Meets April 13, 1933, 8 P.M., Chamber of Commerce, Springfield. Clinician, Mr. Albert McGowan of J. J. Crimmings Co. Subject, "X-Ray Technique." JANE KIRKPAT-

RICK, *Ch'm. Publicity*, 316 High Street, Holyoke, Mass.

**Portland D. A. Society (Oregon)**

Meets April 11, 1933, 7:15 P.M., 622 Selling Bldg. Clinician, Mrs. Mae Simpson. Subject, "Cold Sterilization." HARRIET G. HAMANN, *Ch'm. Publicity*, 1003 Selling Bldg., Portland, Oregon.

**Erie County D. A. Assn. (Pa.)**

Meets April 8, 1933, 6:30 P.M., at the Y.W.C.A. Clinics will be presented by the members. MARION MAAHS, *Ch'm. Publicity*, 1202 Palace Bldg., Erie, Pa.

**New Jersey State D. A. Assn.**

The First Annual Meeting of the N. J. State Dental Assistants Association will be held at Atlantic City, April 27th and 28th, 1933, at the Hotel Ambassador. Interesting clinics will be presented by members, showing the work of dental assistants. Business sessions will be held, presided over by Mrs. Eleanor B. Glass, President, of Paterson, N. J. The delegates to the 1932 convention of the A. D. A. Assn., held at Buffalo, N. Y., the Misses Mabel Clark and Clara Phillips, will present reports of this national meeting. A luncheon will be held at noon on the 27th, at which one of the speakers will be Mrs. Juliette A. Southard, Founder and 2nd District Trustee of the A. D. A. Assn., her topic "Assets and Liabilities." A cordial invitation is extended to all dental assistants and to the members of the dental profession to attend this meeting.

The component societies of the N. J. State D. A. Assn., are: The Northern N. J. D. A. Assn., Mabel Clark, President; The Monmouth Co. D. A. Assn., Clara Phillips, President; The Bergen Co. D. A. Assn., Frances Clark, President; The Passaic Co. D. A. Assn., Eleanor Glass, President; The Hudson Co. D. A. Assn., Alice Grossman, President.

### Here and There—Continued

#### Cincinnati D. A. Assn. (Ohio)

Meets April 28, 1933, 7 P.M., Hotel Gibson. Essayist, Miss Anna Drake, Ass't Secretary, Public Health Federation. Subject, "Retaining the Characteristics of Youth." Speaker, Miss Mary Brogan. Subject, "Travel Talk on Mexico." HELENE MEYERS, *President*, 6019 Madison Road, Cincinnati, Ohio.

#### Tennessee State D. A. Assn.

Annual Meeting, Knoxville, Tennessee, April 27-28, 1933. Headquarters, Andrew Johnson Hotel. A great gathering with a record attendance is anticipated. Among the speakers will be Dr. Claude Wood, Knoxville; Dr. Justin D. Towner of Memphis; Dr. Huckaba of Chattanooga and Dr. J. J. Vaughn of Nashville. Papers will be presented by Mildred Thompson, Knoxville; Dorothy Aupied, Memphis; Lucile Lunn, Nashville; and the report of the National Meeting by Gladys Gouldy of Chattanooga. Clinics will be held at the same time and place as the Dental clinics, Thursday evening, 27th. The Knoxville D. A. Society will entertain the visiting assistants at luncheon, Thursday, the 27th, and the annual banquet will be held with the dentists, at which time, a trophy will be awarded for the best clinic. The officers are Dorothy Aupied, *President*; Ethel Whintont, Pauline Morrison and Mildred Sayers, *Vice-Presidents*; Lucile Hodge, *Secretary* and *Treasurer*; and Flora Ambrose, *Corresponding Secretary*.

Greetings to all readers of the "Dental Assistant" Magazine. Tennessee expects to be well represented in Chicago at the National Meeting in August. Until then, we say, "We'll be seeing you." DOROTHY AUPIED, *President*, 1107 First Nat'l Bank Bldg., Memphis. LUCILE

HODGE, *Gen. Sec'y and Treas.* Medical Arts Bldg., Knoxville, Tenn.

#### Pennsylvania State Dental Society

Fifth Annual Meeting, May 2-4, 1933, at the Bellevue - Stratford Hotel, Philadelphia, Pa. J. A. SALSMAN, D.D.S., *Ch'm. Pubicity*, 210 Fairmount Avenue, Philadelphia, Pa.

### ATTENTION

As the contents of this issue are being prepared for publication, we learn of the disaster which has overwhelmed a section of Southern California, and our thoughts concentrate on our co-workers of that locality, with the hope that they have been spared personal grief and suffering, as well as the dentists with whom they are associated. We also take this opportunity of reaching EVERY ONE of our subscribers and friends, sending them our sincere good wishes for their welfare and a prompt return to brighter times.

We are certain that the societies in the stricken area would welcome a word of cheer from their co-affiliates in the American Dental Assistants Association.

Address:

Long Beach D. A. Assn., BERYL WRIGHT, *Pres.*, 1113 Security Bldg. Pasadena D. A. Assn., DAISY SLATER, *Pres.*, 345 Security Bldg. Los Angeles D. A. Assn., MILDRED PRINGLE, *Pres.*, 814 Westlake Prof. Bldg. ZELLA EIGHMY, *Trustee*, 9th District, 6777 Hollywood Blvd., Hollywood.

JULIETTE A. SOUTHARD  
EDITOR

It is a good thing to be rich, and a good thing to be strong, but it is a better thing to be beloved of many friends.

EURIPIDES

## Educational and Efficiency Society

### For Dental Assistants

1st District, N. Y., Inc.

#### MEETING

Tuesday, April 11, 1933, 7:45 P.M., at the rooms of the Dentists Supply Company, 220 West 42nd Street, New York City. Dr. Lawrence J. Dunn of Brooklyn, N. Y., will speak on "Office Management for the Dental Assistant."

#### CLINIC CLUB

"Sterilization of Materials Used in Dental Practice" will be the subject of the demonstration given by members of the Clinic Club, following the meeting.

#### NEW YORK STATE MEETING

There is still time to make plans to attend the Fourth Annual Meeting at Syracuse. We hear from the Program Committee that it will be a most interesting one, and that all subjects will deal directly with the problems of the dental assistant today.

#### NOTICE

We would like to call your attention to the first of a series of articles on "Parliamentary Procedure," which appeared in our March issue. One need not be an officer in a society to realize how embarrassing it can be to find oneself ill prepared when it is time to know "*What to say and how to say it.*"

We suggest that each article be studied, and that any questions that may arise in the mind of the student be referred to the Editor, who will see that it is answered.

#### LIBRARY

Our Librarian, Sylvia Messenger, suggests that every society make up a complete set of "The Dental Assistant" and have it bound for future reference by its members. Every society should subscribe to the magazine for this purpose, in the meantime the members who subscribe can be called upon to make up the needed back numbers.

#### OFFICERS

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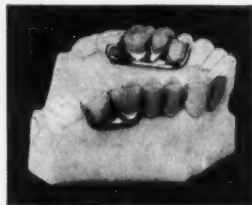
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